



# CITISTAT HOUSING AUTHORITY OF BALTIMORE CITY

CitiStat Reporting Period: June 15, 2001

Commissioner: Paul T. Graziano

Appointment Date: November 1, 2000

Deputy Executive Director: Deborah Vincent

**Associate Deputy Directors:**

Charles Gaskins, Associate Deputy Director Housing Operations

Terry Downey, Associate Deputy Director Fiscal Operations

Edward Landon, Acting Associate Deputy Director Construction & Development

Samuel Little, Acting Associate Deputy Director Resident Services



Director: Michael Kramer, Director Housing Opportunities

HABC CitiStat Coordinator: Ernest Leo

**PERSONNEL**

	<b>FY2001 Budget.</b>	<b>FY2001 Filled</b>	<b>FY2000 Budget</b>
Administration	166	146	182
Family Support	10	7	11
Protective Services	206	173	172
Development Administration	99	87	109
Maintenance	450	372	538
Drug Elimination Grant	83	66	74
HOPE VI	32	26	41
Comprehensive Grant Programs	131	96	193
Section 8	117	111	101
Family Support Services Grants	173	140	163
City Reimbursement	57	50	54
HABCO	5	3	6
Techtel	6	4	6
Graphics	4	3	4
Resident Initiatives Grant	36	19	41
<b>Total</b>	<b>1575</b>	<b>1303</b>	<b>1695</b>

<b>OVERTIME HOURS</b>			
<b>Location</b>	<b>April</b>	<b>May</b>	<b>% Change</b>
Allendale-Primrose Maint	12.00	4.00	-67%
B E Mason Maint	180.50	74.50	-59%
Bel-Park	35.50	44.50	25%
Bel-Park Maint	4.00	4.00	0%
Brentwood Maint	102.00	27.50	-73%
Brooklyn	44.00	15.00	-66%
Brooklyn Maint	199.00	245.50	23%
Cable & Communication	9.00	0.00	-100%
Carpentry Crew	594.00	216.00	-64%
Chase	118.00	51.00	-57%
Chase Maint	75.00	32.00	-57%
Cherry Hill	165.50	62.00	-63%
Cherry Hill Maint	1,733.00	989.00	-43%
Claremont	72.50	63.00	-13%
Claremont Maint	567.50	221.50	-61%
Commissioner office	173.00	161.50	-7%
Comptroller office	33.75	9.75	-71%
Douglass Maint	378.00	65.00	-83%
Electrical Crew	53.50	25.00	-53%
Engineering Services	112.50	52.00	-54%
Equal Employment Opport	5.00	9.50	90%
Family Support Services	17.00	0.00	-100%
Finance & Accounting	38.00	50.00	32%
Gilmor	41.50	53.00	28%
Gilmor Maint	636.00	315.50	-50%
Govans	134.00	38.00	-72%
Govans Maint	68.00	19.00	-72%
HABCo-Step Up	6.00	4.00	-33%
Heating & Plumbing Crew	464.00	185.00	-60%
Hollins-Rosemont	23.50	35.50	51%
Hollins-Rosemont Maint	27.50	110.00	300%
Housing Application	165.00	44.00	-73%
Housing Management	25.00	13.00	-48%
Human Resources	40.50	39.50	-2%
Lakeview Maint	519.00	228.00	-56%
Landscape (Grounds) Crew	42.50	60.50	42%
Latrobe	5.50	0.00	-100%
Latrobe Maint	457.50	181.50	-60%
Legal DHCD	16.50	31.00	88%
Maintenance Control Unit	0.00	28.00	280%
Maintenance Operation	7.50	0.00	-100%
McCulloh	7.00	0.00	-100%
McCulloh Maint	321.00	271.00	-16%
McCulloh Res Asst Sec	1.00	0.00	-100%
Mechanical Shop	0.50	0.00	-100%

<b>OVERTIME HOURS</b>			
<b>Location</b>	<b>April</b>	<b>May</b>	<b>% Change</b>
Paving & Drainage Crew	24.50	23.50	-4%
Perkins	18.00	4.00	-78%
Perkins Maint	621.00	212.50	-66%
Pub Hsg Mgmt Directors	6.50	7.00	8%
Rehab Housing	56.50	47.00	-17%
Rehab Housing Maint	1,379.00	1,228.50	-11%
Roofing Crew	19.50	0.00	-100%
Section 8	1,288.00	773.50	-40%
Section 8-Mod Rehab	3.00	7.50	150%
Security Central-Admin	90.50	227.50	151%
Security Field Operation	490.50	882.00	80%
Security Internal Affair	3.75	0.00	-100%
Security Monitors (301)	677.25	1,132.75	67%
Security Monitors (302)	48.00	135.50	182%
Security Monitors (304)	947.25	1,581.00	67%
Somerset	7.50	0.00	-100%
Somerset Maint	525.00	265.00	-50%
URD	30.00	7.50	-75%
West Twenty	46.00	63.00	37%
West Twenty Maint	371.00	185.50	-50%
Westport	62.00	8.00	-87%
Westport Maint	242.50	77.00	-68%
Wyman House Maint	420.50	192.00	-54%
<b>TOTALS</b>	<b>15,985.75</b>	<b>12,021.00</b>	<b>-25%</b>

ODonnell Heights	76.50	27.50	-64%
ODonnell Heights Maint	600.00	711.00	19%
Office of the Ombudsman	45.75	53.50	17%
Paint Crew	154.50	90.00	-42%



## HOUSING MANAGEMENT

CitiStat Reporting Period: June 15, 2001

Authority Wide (PHAS)

## FINANCIAL CONDITION

	Scoring		MONTHLY YEAR-TO-DATE REPORTING		
			March-01	April-01	
	Max	Passing	Achieved	Achieved	
Current Ratio	9.0	5.4	9.0	9	
# of Months Expendable Fund Balance	9.0	5.4	5.0	5.71	
Tenant Receivable (Days)Outstanding	4.5	2.7	4.5	4.46	
Occupancy Loss	4.5	2.7	1.38	1.65	

(Indicators not shown: Expense Mgmt/Utility Consumption and Net Income or Loss; max score: 3, achieved: 0)

## AGENCY WIDE

	3/1/2001 Monthly Totals	From July 1 2000 to March 2001		4/1/2001 Monthly Totals	From July 1 2000 to April 2001		Variations	
		Cumulative Score	Letter Grade		Cumulative Score	Letter Grade	Month to Month	Year to Date Score

## Vacancy Rate

Data updated 6/8/01 by Housing Management

Total Number of ACC Units (A)		14,636.00	N/A		14,636.00	N/A		0.00%
Total number of units excluded (Non-dwelling, vacant lots, deprogrammed, etc.) (B)	0.00	538.00		0.00	538.00			0.00%
Total number of units available for occupancy (A) - (B) (C)		14,098.00			14,098.00			0.00%
Total number of vacant Units (Does not include excluded units) (D)	111.00	2,568.00		106.00	2,530.00		(0.05)	-1.48%
Total number of vacant units exempted for Capital Funds (E)	0.00	0.00		0.00	0.00			
Total number of vacant units exempted for other reasons (fire units, litigation, documented marketing, etc.) (F)	0.00	42.00		3.00	45.00			7.14%
Vacancy Rate [(D) / (C)]		18.22%			17.95%			-1.48%
Adjusted Vacancy Rate [(D-E-F) / (C)]		17.92%			17.63%			(0.02)
Note: 60% of vacancies are within the scattered sites program								

	3/1/2001 Monthly Totals			4/1/2001 Monthly Totals				
		From July 1 2000 to March			From July 1 2000 to April		Variations	
		Cumulative Score	Letter Grade		Cumulative Score	Letter Grade	Month to Month	Year to Date Score

#### Units Turnaround

Total Number of turnaround days (A)	57,033.00	395,719.00	F	101,587.00	497,306.00	F	0.78	25.67%
Total number of vacancy days exempted for Capital Fund (B)	4,568.00	22,116.00		4,201.00	26,317.00		(0.08)	19.00%
Total number of vacancy days exempted for other reasons (C)	993.00	6,660.00		80.00	7,540.00		(0.92)	13.21%
Total number of vacant units turned around and leased (D)	155.00	1,258.00		81.00	2,804.00		(0.48)	122.89%
Average number of calendar days units were in down time	2.20	105.00		2.12	90.00		(0.04)	-14.29%
Average number of calendar days units were in make ready time	272.94	11,890.00		301.23	12,914.00		0.10	8.61%
Average number of calendar days units in lease up time	58.86	3,768.00		57.14	3,752.00		(0.03)	-0.42%
<i>Average unit turnaround days [(D) - (B) - (C)] / (A)</i>	<b>334.00</b>	<b>292.00</b>		<b>360.49</b>	<b>165.00</b>		<b>0.08</b>	<b>-0.43</b>

#### Work Orders

<b>TOTAL NUMBER OF WORK ORDERS</b>	<b>6,026.00</b>	<b>60,370.00</b>		<b>7,166.00</b>	<b>67,403.00</b>		<b>0.99</b>	<b>0.22</b>
Total number of emergency work orders	202.00	1,877.00		369.00	2,063.00		0.83	9.91%
Total number of emergency work orders completed / abated within 24 hours	202.00	1,872.00		369.00	2,058.00		0.83	9.94%
<i>Percentage of emergency work orders completed / abated within 24 hours</i>	<b>100%</b>	<b>99%</b>	<b>A</b>	<b>100%</b>	<b>99%</b>	<b>A</b>	<b>0.00</b>	<b>0.00</b>
Total number of non-emergency work orders	5,824.00	58,493.00		6,797.00	65,340.00		0.17	11.71%
Total number of calendar days it took to complete non-emergency work orders	30.00	956,635.00		30.00	1,050,924.00		0.00	9.86%
<i>Average completion days</i>	<b>23.00</b>	<b>16.00</b>	<b>A</b>	<b>25.00</b>	<b>16.00</b>	<b>A</b>	<b>0.09</b>	<b>0.00</b>

#### PHAS Grading (Points)

- Average unit turnaround days		0	Out of 4		0	Out of 4	
- Percentage of emergency work orders completed / abated within 24 hours		2.00	Out of 2		2.00	Out of 2	
- Average completion days for non emergency work orders		2.00	Out of 2		2.00	Out of 2	

	3/1/2001 Monthly Totals	From July 1 2000 to March		4/1/2001 Monthly Totals	From July 1 2000 to April		Variations	
		Cumulative	Letter Grade		Cumulative	Letter Grade	Month to Month	Year to Date Score
Inspection of Units								
The total number of ACC units		14,636.00	ON TRACK		14,636.00	ON TRACK		ON TRACK
Vacant units exempted for Capital fund		113.00			113.00			
Vacant units exempted or other reasons		12.00			12.00			
Total number of units inspected	172.00	12,263.00		188.00	12,451.00			
Percent of units inspected by PHA	1.85%	85%		2%	87%			

<b>Inspection of Systems and Buildings</b>								
Total number of buildings.		3,468.00	F		3,468.00	F		
Total number of buildings exempted from the inspection of systems		2,111.00			2,111.00			
The total number of buildings where all systems were inspected in accordance with the UPCS	68.00	249.00		81.00	330.00			
<i>Percentage of buildings inspected</i>		<i>7%</i>			<i>9%</i>			

<b>Security and Lease Enforcement</b>								
Total number of crimes reported to local police	276.00	2,605.00	A	362.00	2,967.00	A		2967
Percentage of developments where HABC can document it tracks crime and crime related problems	100%	100%		100%	100%			100%
Total number of applicants denied who met the One Strike criteria	101.00	733.00		58.00	791.00			
Total number of evictions as a result of One strike criteria	<i>2.00</i>	<i>12.00</i>	<i>A</i>	<i>0.00</i>	<i>12.00</i>	<i>A</i>		

*Each of the three indicators is worth a maximum of 1 point*



## VACANCY CONTROL REPORT SUMMARY

Development Name		Total Units		Excluded Units				Total Units Available for Occupancy	Exempted Units			Housing Management			Performance Measures			
				Non Dwelling	Vacant Lots	Deprogrammed	Total Exclusions		Capital Funds	Exempted for other Reasons	Total Exempted Units	In Preparation	Ready for Occupancy	Total Housing Mgmt	Aging >= 18 days	Aging >= 5 days	Vacancy Rate	Adjusted Vacancy Rate
All HABC Units		14,636		27	189	322	538	14,098	26	45	71	2,466	73	2,539	2,478	61	18.51%	18.01%
- "Family" Developments		8,230		23	0	122	145	8,085	26	8	34	802	30	832	808	24	10.71%	10.29%
* HABC Managed	7,338			19	0	122	141	7,197	26	8	34	787	30	817	796	21	11.82%	11.35%
* Private Management	892			4	0	0	4	888	0	0	0	15	0	15	12	3	1.69%	1.69%
- "Elderly" Developments		3,377		4	0	0	4	3,373	0	3	3	82	37	119	105	14	3.62%	3.53%
* HABC Managed	3,220			4	0	0	4	3,216	0	3	3	82	37	119	105	14	3.79%	3.70%
* Private Management	157			0	0	0	0	157	0	0	0	0	0	0	0	0	0.00%	0.00%
- Scattered Sites		2,854		0	189	200	389	2,465	0	34	34	1,582	6	1,588	1,565	23	65.80%	64.42%
* HABC Managed	2,492			0	189	200	389	2,103	0	34	34	1,548	0	1,548	1,529	19	75.23%	73.61%
* Cahela (Private Management)	362			0	0	0	0	362	0	0	0	34	6	40	36	4	11.05%	11.05%
- Non ACC Units ( no federal funds)		175		0	0	0	0	175	0	0	0	0	0	0	0	0	0.00%	0.00%
Total HABC Managed		13,050		23	189	322	534	12,516	26	45	71	2,417	67	2,484	2,430	54	20.41%	19.85%
- Non Scattered Sites	10,558			23	0	122	145	10,413	26	11	37	869	67	936	901	35	9.34%	8.99%
- Scattered Sites	2,492			0	189	200	389	2,103	0	34	34	1,548	0	1,548	1,529	19	75.23%	73.61%
Total Private Management		1,411		4	0	0	4	1,407	0	0	0	49	6	55	48	7	3.91%	3.91%
- Non Scattered Sites	1,049			4	0	0	4	1,045	0	0	0	15	0	15	12	3	1.44%	1.44%
- Scattered Sites	362			0	0	0	0	362	0	0	0	34	6	40	36	4	11.05%	11.05%



## VEHICLE DATA

CitiStat Reporting Period: June 15, 2001

### VEHICLE SUMMARY

		<i>MONTHLY REPORTING</i>		
		MARCH'01	APRIL'01	MAY'01
Total Vehicles		303	303	<b>301</b>
	Sedans	37	37	<b>35</b>
	SUV's	18	18	<b>18</b>
	Utility Trucks/Maintenance Vans	213	213	<b>213</b>
	Passenger Vans	21	21	<b>21</b>
	Trailers	8	8	<b>8</b>
	Others	6	6	<b>6</b>
	Take Home	23	23	<b>23</b>
Leased Vehicles		0	0	<b>0</b>

2 Police Service vehicles are being scrapped due to age.



**SECTION 8**  
**CitiStat Reporting Period: June 15, 2001**

**PROGRAM UTILIZATION**

<i>Month</i>	<i>MONTHLY REPORTING</i>			<i>%</i>	
	<i>Apr-01</i>	<i>May '01</i>		<i>LEASED</i>	<i>AVAILABLE</i>
<b>Units Under ACC</b>	<b>15,337</b>	15,337			
Certificates	2,155	2,093			
Regular Certificates	170	108			
Partial Consent decree Tenant Based	1,342	1,342			
Partial Consent decree Project Based	643	643			
Voucher Program	11,209	11,271			
Regular Vouchers	8,057	8,119			
Special Purpose Vouchers	2,801	2,801			
Project Based	290	290			
Homeownership	0	0			
Opt-Outs	61	61			
Mod Rehab	747	747			
Substantial Rehab	529	529			
New Construction	697	697			
<b>Number of Units Leased</b>	<b>9,877</b>	9,660		64%	
Certificates	184	158		9%	
Regular Certificates	170	108		100%	
Partial Consent decree Tenant Based	14	50		1%	
Partial Consent decree Project Based	0	0		0%	
Voucher Program	7,776	7,598		69%	
Regular Vouchers	6,729	6,019		84%	
Special Purpose Vouchers	757	1,281		27%	
Project Based	290	290		100%	
Homeownership	0	0		#DIV/0!	
Opt-Outs	0	8		0%	
Mod Rehab	747	747		100%	
Substantial Rehab	495	486		94%	
New Construction	675	671		97%	
<b>Number of Units Available</b>	<b>5,460</b>	5,677			36%
Certificates	1,971	1,935			91%
Regular Certificates	0	0			0%
Partial Consent decree Tenant Based	1,328	1,292			99%
Partial Consent decree Project Based	643	643			100%
Voucher Program	3,433	3,673			31%
Regular Vouchers	1,328	2,100			16%
Special Purpose Vouchers	2,044	1,520			73%
Project Based	0	0			0%
Homeownership	0	0			#DIV/0!
Opt-Outs	61	53			100%
Mod Rehab	0	0			0%
Substantial Rehab	34	43			6%
New Construction	22	26			3%

**EXECUTED LEASES**

**REGULAR VOUCHERS**

<i>Month</i>	<i>IMPACTED</i>			<i>NON-IMPACTED</i>		
	<i>Apr-01</i>	<i>May-01</i>		<i>Apr-01</i>	<i>May-01</i>	
<b>Number of Leases Executed</b>	<b>13</b>	34		<b>3</b>	0	
BaltimoreCity	13	34				
County				3	0	

**SPECIAL VOUCHERS**

<i>Month</i>	<i>IMPACTED</i>			<i>NON-IMPACTED</i>		
	<i>Apr-01</i>	<i>May-01</i>		<i>Apr-01</i>	<i>May-01</i>	
<b>Number of Leases Executed</b>	<b>85</b>	74		<b>3</b>	0	
BaltimoreCity	85	74				
County				3	0	

**Vouchers Absorbed**

<i>Month</i>	<i>IMPACTED</i>			<i>NON-IMPACTED</i>		
	<i>Apr-01</i>	<i>May-01</i>		<i>Apr-01</i>	<i>May-01</i>	
<b>Total Vouchers Absorbed</b>	<b>7</b>	6				
BaltimoreCity	7	6				
County	0	0				





## SECTION 8 Continued

CitiStat Reporting Period: June 15, 2001

## TENANT RECERTIFICATION

Month	Apr-01	May-01	
# of annual Recert Required	572	540	
# of annual Recert Completed	470	438	
# of annual Recert Moving	46	42	
# of moves due to HQS Violations	25	29	
# of moves due to Unit Size	2	0	
# of Terminations	6	34	

## ISSUANCE TO LEASE PERIOD

Month	Apr-01	May-01	
0-30 Days	6	10	
31-60 Days	14	18	
61-90 Days	20	12	
91-120 Days	1	19	
120+ Days	57	49	



## SECTION 8 INSPECTIONS

CitiStat Reporting Period: June 15, 2001

## SECTION 8 INSPECTION SUMMARY

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<i>MONTHLY REPORTING</i>			
	<b>April</b>	<b>May</b>	
# of Inspections Required	952	915	
# of Inspections Completed	1040	1,612	
# of failed Inspections	442	972	



SECTION 8 FINANCIAL INFORMATION

**CitiStat Reporting Period: June 15, 2001**

FINANCIAL SUMMARY

**LANDLORDS**

	<i>MONTHLY REPORTING</i>		
	<b>APRIL</b>	<b>May</b>	
# of Section 8 Accounts due to be Paid	8,743	8,495	
# of Section 8 Accounts Paid	7,602	<b>7,463</b>	
# of tenant accounts on hold	113	53	
Value of Landlord Payments	\$4,266,560	<b>\$3,349,198</b>	

Excludes Substantial Rehab and New Construction

**UTILITY ALLOWANCE**

	<b>APRIL</b>	<b>May</b>	
# of Section 8 Tenants	8,856	8,495	
# of Section 8 Tenants Elig -UR	2,372	2,136	
# of Section 8 Tenants Paid-UR	2,328	<b>2,068</b>	
Value of Tenant UR Payments	\$183,807	<b>\$125,655</b>	